OC-3515

10 NOV 1964

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MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Transition of Communications Administrative
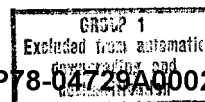Personnel to DDS Administrative Career Service

1. This memorandum contains a recommendation for Deputy
Director for Support approval. The recommendation is contained
in paragraph 6.

2. During the period 1951 to 1959, when the Office of Com-
munications was developing and expanding both the Headquarters
and field area of activity, their support requirements were met by
assigning communications career employees to these respective
positions. As you will recall, prior to 1959 the position of
Chief, Administration Staff was filled on a regular tour basis
by senior communications careerists. Since 1959, you have assigned
members of your Administrative Career Service to that position.
In addition, other support positions within the Administration
Staff have been filled by their respective career services (Personnel,
Finance, Logistics) and have become a part of their over-all career
management responsibility.

3. As the Administrative Career Service program was being
developed, an increasing number of general administrative-type
positions and personnel within the Office of Communications became
a part of your career service over-all management responsibility.
The career management of these personnel has been up to this time
the responsibility of my Chief, Administration Staff who is Chairman
of the Communications Administrative Career Panel. ████████████████

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are some of those personnel who have been trained and served in
a wide variety of administrative assignments for this office (At-
tachment A). They have since become members of your career service
and are now assigned to Agency components throughout the world.

4. Due to the limited supply of general support personnel,
it became necessary for the Office of Communications to select and
train the majority of the administrative personnel who have in the

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past and are now filling the various support jobs within the Office of Communications' installations. The most recent case is that of ████████████ GS-09, who is now serving as the area Administrative Career Officer in ██████████ At the time this position became established, approximately two years ago, the Administrative Career Service was unable to furnish an officer for the post. The Office of Communications, therefore, proceeded to select ████████ as one who was highly motivated in the field of administration but having had previous communications experience, to assign him to this position after a limited amount of training at Headquarters. He has done an excellent job for the Agency during his initial assignment in ██████

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5. As I mentioned in your staff meeting on Wednesday, 4 November, the Office of Communications has four remaining administrative-type personnel with Office of Communications Career Service who are currently filling support positions overseas. It is my hope that these remaining four might likewise become a part of the Administrative Career Service as those previously mentioned. I am fully cognizant of the new DDS Junior Officer Training program which is being developed, however, believe it is not necessary that these employees be placed in direct competition but be assigned Administrative Career Service designation and be available to other support positions throughout the Agency.

6. It is, therefore, recommended that the remaining four officers be transferred to the Administrative Career Service program. A biographical sketch of their background is attached for your information (Attachment B).

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████████████████████████████████████
Director of Communications

Attachments:
 (A) List of Personnel
 (B) Biographical Sketch

The recommendation contained in paragraph 6 is approved:_____

Date

_____
Deputy Director for Support

Distribution:
 Original & 1 - Office of Communications
 2 - Deputy Director for Support

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